

USARJ Reserve Components AT In/Out-Processing Checklist

Please fill out your personal information below.

A Personal Profile

1 Last, First, MI: SMITH, JOHN O. 2 Rank/Grade: MAJ/O-4
3 SSN: 123-45-XXXX 4 Section, Unit: EXERCISE, G-3, USARJ, JAPAN

B Contact Information

5 Address: 1234 GARNET ST, TORRANCE, CA 9050X USA
6 Home Phone: 1-951-XXX-XXXX 7 Alternate Phone: 1-951-XXX-XXXX
8 AKO Email: john.smith.sample@us.army.mil
9 Alternate Email: john.smith.alternate.sample@yahoo.com

C AT & IDT Tour Schedule

Travel Time is NOT included in AT Period.

10 Arrival Date 31-Dec-14 14 IDT Start Date 20-Jan-15
11 AT Reporting Date 01-Jan-15 15 IDT Period: 4 days (48 pts/yr)
12 AT Period: 19 days (12-19 days) 16 IDT Duty End Date 23-Jan-15
13 AT End Date 19-Jan-15 17 Departure Date 24-Jan-15

D Allowable Travel Time:

	In-bound	Out-bound
From CONUS	2 days	1 day
From OCONUS	1 day	1 day

E Flight Reservation:

Carlson Wagonlit: 1-888-224-9941
CWT Sato Travel:
<https://www.cwtsatotravel.com/>

A Please fill out #10-#17 following the directions below.

- Re- 10. Arrival Date: One day before AT Reporting Date
11. AT Reporting Date: The date shown on the orders
12. AT Period: The date shown on the orders
13. AT End Date: The last day of AT (Need to perform required Active Duty)
14. IDT Start Date: The day after AT End Date
15. IDT Period: The number of date for IDT
16. IDT Duty End Date: The last day of IDT (Need to perform required Training)
17. Departure Date: The day after AT End Date or IDT Duty End Date

B Out-Processing

RC Admin Document Sample:
Annual Training In/Out-processing Checklist
Please fill out this form and submit it to the Reserve Components Office.

D Briefings

- 1 RC Senior Advisor Briefing
2 Anti-terrorism Level 1 Briefing
<https://atlevel1.dtic.mil/at/>

Reserve Components Office, HQ, USARJ

<http://www.usarj.army.mil/reserves/index.aspx>

